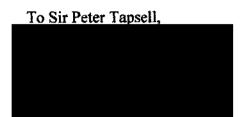
Financial Processing }	Transaction No Registration No
Validation Claim Summary Sheet Please write or print clearly & attach to claim	
Member Supplier ID	
Pay recipient (NB Financial Processing to check whether a	a dedicated a/c exists,
Text	2)1410
Invoice No.	<i>c</i>
Account code / Allowance	
Members cost centre (Cat1)	
Financial Year/PIRO (Cat2)	06_07
TOTAL	$\frac{1710.50}{E}$ $\frac{E}{S108}$ $\frac{E}{E}$ $\frac{E}{E}$ $\frac{E}{E}$
Comments:	
* Financial Processing purposes only Registered by (initials & date)  Posted by (initials & date)	30104.





To: Hire of rooms at

for April, May & June

£1210.50

Please make cheques payable to Louth Christian Fellowship



#### Incidental Expenses Provision/Staffing Allowance

## **Direct payment of suppliers**



Page 1 of 2

When	to	use
thi	e f	۸rm

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

## About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

	product dail and the rolle.	
Your details		
Name in CAPITAL LETTERS	SIR PETER TAPSELL	
Constituency	COUTH & HORNCASTLE	
	Office use c Costc/Cat 2 Supp/Res ID	
Claim details		
Please ensure	<ul> <li>your claim totals more than £100 – this will enable us to your claim more promptly</li> <li>any claims for petty cash do not exceed £250 per month</li> <li>you attach all supplier invoices.</li> </ul>	process
You <i>must</i> specify	the Incidental Expenses Provision for costs that include of surgery accommodation, equipment and supplies, community	
You can specify	the Incidental Expenses Provision or the Staffing Allowar include work commissioned or bought in services.	nce for costs that
Date of claim	10 15 107	
Allowance year	2007   2008	
	Incidental Expenses Provision claims	Office use only Allow or Supplier Exp/

	moraria Expenses i revision siamo			
Item 1	Suppliers INTERNATIONAL PRESS COTING BURGAU	Amount £ 203	<u>: 7</u> :	<b>5</b> p
Item 2		£	<u>:</u>	р
Item 3		£	:	р
Item 4		£	:	Р
ltem 5	I	1 £	:	р

Office us	e oniy	
	Supplier ID	Exp <i>i</i> Cat 5
		J
:	i	1
<u> </u>		<u>L</u> !
:		· <del></del>
		!
[		

otal £203:75

Claim details continued	1					
	Staffing Allowance claim	ıs		Office us	e only	
	Suppliers	Amount		Allow or A/c code	Supplier ID	Exp/ Cat 5
Item 6	L	<u> </u>	р			
Item 7		L£ :	<u>p</u>			
Item 8	L	. L <u>£</u> :	<u> </u>			
Item 9	<u>.                                    </u>	<u>£</u> :	р		<u> </u>	
	Total	£ :	р		•	
Authorisation and	declaration					_
	I confirm that the payments exclusively and necessarily i	•			-	
Signature	<b>!</b>		MP			
Date	10 15 10	7	<del></del>			
Data protection	The House of Commons Administration of administering and accounting for accordance with the rules agreed by also be disclosed to the National Auther House of Commons Administration for the purposes of the Freedom of Authority and therefore the informatiscope of that Act.  Under the Data Protection Act 1998, the House of Commons Administration to the Data Protection Officer on 0 the House).	the Members' Estir r the House of Con dit Office for audit   ion or by its agents Information Act 20 on it holds will fall to you have the right ion holds about you added or about you	mate, making parmons and the purposes. The for the purpose within the to see and real. If you have a rights under the see.	cayments and Inland Reversing information is see of business of Commons ceive a copy questions abothe Data Projective a Projective a copy questions abothe Data Projective and Copy questions and	I keeping red nue. The info may also be is analysis of Administrate of any perso out the conte section Act 1.	cords in ormation will used within r research. tion is a Public onal data that ents of this 998, please
Send your completed form to	Validation Team, Operations Directions Directions Department of Finance & Admir		of Commons	s, London S	W1A 0AA	
	Office use only		<del></del>	<del>. ·</del>		
	Validation Initials I	Date	Validation		Initials Dat	e
	Claims received	_//	Member ID added to for	m		1 1
	Signature check		Payment co added to for	des [		<u>;</u>
	Funds check	1 1	Receipts/ documentat	on present		1 1
	Allowable expenditure	<del></del>	Processing			

Input

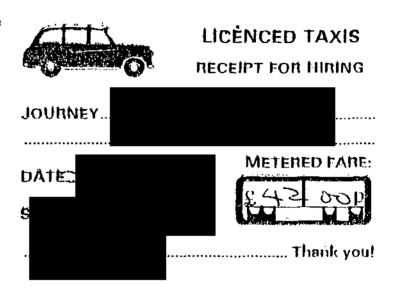
Please use margin for comments

Allowable expenditure

## International Press Cutting Bureau **INVOICE** Tax Date 01/05/2007 This invoice represents cuttings supplied for the previous quarter to the tax point date Invoice To Ref No. Sir Peter Tapsell MP Invoice No. P.O. Number Cuttings Sent To:

Qty	Description	Price	VAT AMT	Amount
14	Clippings fee	0.60	1.47	8.40
	Quarterly Subscription Fee	165.00	28.88	165.00

	SUBTOTAL	£173.40
VAT @ 17.5%	VAT TOTAL	£30.35
	Total	£203.75



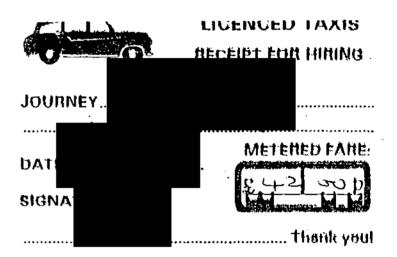
	LICÈNCED TAXIS
JOURNEY	METERED FARE
SIGN	Thank you

	LICENCED TAXIS  HECEIPT FOR HINING
JOURNEY DATI SIGN	METEREUTARE:

\*

	LICENCED TAXIS
JOURNEY	
DATE SIGNATU	METERED FARE:
	Thank yout

1,



	LICENCED TAXIS
A. C.	mMG
JOURNEY	
υΛ1 <b>ε</b>	METERED FARE
SIGNAT	12 50 U

•



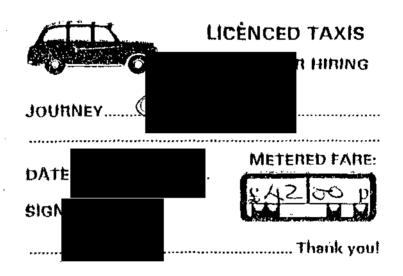
## LICÈNCED TAXIS RECEIPT FOR HIRING

DATE

DATE

SIGNATI

Thank you!



GEN 0	LICÈNCED TAXIS RECEIPT FOR HIRING
JOUHNEY	
DATE.	METERED FARE:
\$IGN/	\$ 42 00 p
	Thank you!

``

.

,

	LICÈNCED TAXIS
JOURNEY	HIRING
;	Metened FAne
SIGNA	0 00 EV
	Thank you

`, ·



### **Incidental Expenses Provision**

**C**1

## Member's reimbursement form

0 4 JUL 2007

Page 1 of 2

When to use this form	Use this form to ask us to reimburs on your Parliamentary duties.	e you for costs you have incurred	<u>"</u>
About filling in this form	<ul> <li>■ For details of costs you can claim f</li> <li>■ If you have any doubt about whether please call 020 7219 1340.</li> </ul>	**	
Your details			
Name in CAPITAL LETTERS	SIR PETER TAPS	566	
Constituency	LOUTH & HORNCASTLE		
	Office use columns of the Costc/Cat 2	.1	
Claim details			
Please ensure	your claim totals more than £100 you provide journey details of all ta you attach all receipts or invoices for any claims for petty cash do not exceed	or items of £250 and abov	
You can only claim for	<ul> <li>costs you have actually paid</li> <li>office and surgery accommodation, communication and travel.</li> </ul>	equipment and supplies,	
Period of claim	from / /	[ to / /	
Allowance year	2007 / 08  Description of service or goods	Amount	Office use only Allow or Exp/ A/c code Cat 5
Item 1	COMMISSIONER	£ 35:00 p	
Item 2		£ : p	
Item 3	<u> </u>	£ : p	
Item 4		£ : p	
item 5	<u> </u>	£ : p	
Item 6		£ ; p	
item 7		£ : p	
Item 8	L	£ : p	
item 9		£ : p	

Total

Item 10

35 :00 **p** 

continued on page 2

#### Authorisation and declaration

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.

Signature \_\_\_\_\_\_ MP

Date \_\_\_\_\_\_ 3 - July 2007\_\_\_\_\_

#### Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on

020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to Validation Team, Operations Directorate,

Department of Finance & Administration, House of Commons, London SW1A 0AA

Office use only		
Validation	Initials Date	Input subtotals per Cat 5
Claims received		£35.00
Signature check		£
Funds check	I I	£
Allowable expenditure		£
Member Res ID & Costc		£
Ext type/Cat 5 & subtotals added to form	<i>I I</i>	£ 35.00
Receipts/ documentation present		Comments
Processing		
Input		
		:



SIR PETER TAPSELL MP

29 May 2007

Data Controller Name: SIR PETER TAPSELL MP

Registration Number:

For the attention of: SIR PETER TAPSELL MP

Data Protection Act 1998 - Reminder to Renew

Your register entry has an expiry date of 07 July 2007 .

The fee for renewal of the entry is £35.00 (VAT nil). The payment options are listed below. You may find that the most convenient way of renewing is to pay by direct debit because you would not need to take any action to renew in subsequent years (see over). A direct debit form is enclosed.

SIR PETER TAPSELL M.P.

## INVOICE

To: Sir Peter Tapsell MP

Invoice Date: 30.6.2007	Invoice N	o:

Rent, Rates, Utilities.	
Business Rates	387.49
Surgery Adverts - April, May & June 2007.	
Surgery adverts in local newspapers	458.92
Premises Hire for Surgeries	
Franklin Hall, Spilsby	15.00
Horncastle War Memorial Centre	15.00
Telephones	. <u></u>
(Sir Peter's Direct Line)	48.38
(Constituency Office)	81.27
(Constituency Office Fax)	53.50
Office Sundries	
Purchase of Newspapers for Parliamentary Office, April,	
May & June 2007	41.45
	·

Total Due £1101.01

S



# LICENCED TAXIS RECEIPT FOR HIRING

JOUHNEY	
DATE	METERED FARE:
SIGNATU	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Thank you!

	LICENCED TAXIS
JOURNEY	
DATE	METERED FARE:
SIGNAT	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Thank you!

:

· •		LICENCED TAXIS
	JOURNEY	#P*
	DATE BIGNAT	METERED FARE:

•

.

	LICÈNCED TAXIS
JOURNEY	
DATE	METERED FARE:
SIGNA	505 00 D
************	Thank you!

	LICÈNCED TAXIS
	ring
JOURNEY	
DATE:	METERED FARE:
	g42のp
	Thank you!

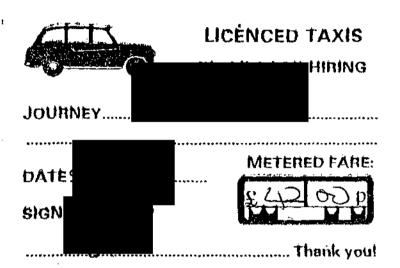
•

STED OF	LICENCED TAXIS RECEIPT FOR HIRING
JOURNEY	
DATE.	METERED FARE:
SIGN	542 50 p
···········	Thank you!

P

•

	LICENCED TAXIS  RECEIPT FOR HIRING
JOURNEY	
DATE	Metered fare:
	Thank you!



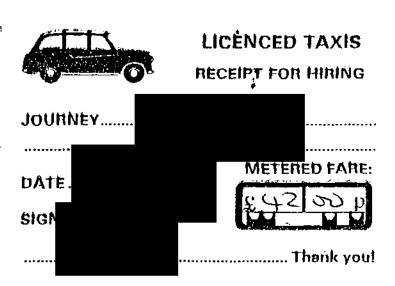
a de la constant de l	LICÈNCED TAXIS RECEIPT FOR HIRING
JOURNEY  DATE  SIGN	METERED FARE:
	· •

1

•

.

	LICÈNCED TAXIS RECEIPT FOR HIRING
JOURNEY	······································
bate	METERED FARE:
	Thank you!



	LICÈNCED TAXIS
JOUHNEY	
date! Signatu	METERED FARE:
•••••	Thank you!



### **Incidental Expenses Provision**



## Member's reimbursement form

**2** 0 .1111 2007

Page 1 of 2

When to use this form	■ Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.				
About filling in this form	■ For details of costs you can claim for, see <i>Green Book</i> section 5.  ■ If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.				
Your details					
Name in CAPITAL LETTERS  Constituency	SIR PETER TAPSELL LOUTH & HOENCASILE				
·	Office use only  Costc/Cat 2 M	Supp/Res ID 7 1			
Claim details					
Please ensure	<ul> <li>your claim totals more than £100</li> <li>you provide journey details of all</li> <li>you attach all receipts or invoices</li> <li>any claims for petty cash do not expended.</li> </ul>	taxi journeys s for items of £250 and above			
You can only claim for	<ul> <li>costs you have actually paid</li> <li>office and surgery accommodation</li> <li>communication and travel.</li> </ul>	on, equipment and supplies, work	907		
Period of claim	from / /	to / /			
Allowance year	2007 / 08  Description of service or goods	Amount	Office use only Allow or Exp/ A/c code Cat 5		
Item 1	PHOTOCOPIER	£ 235:00 1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Item 2	<u></u>	£ : ,			
Item 3		£ : 1			
Item 4		(£ : ]			
Item 5		£ : 1			
Item 6	<u></u>	£ : 1			
Item 7	<u> </u>	<u>£</u> : !			
item 8 Item 9		£ :			
Item 10	<u> </u>	£			
	Total	£ 235 :00 p	continued on page 2		

#### Authorisation and declaration

**Signature** 

Date

I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the perf

#### Data protection

The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.

For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on

020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to Validation Team, Operations Directorate,

Department of Finance & Administration, House of Commons, London SW1A 0AA

Validation	Initials Date	Input subtotals per Cat 5
Claims received	1 1	£
Signature check		£
Funds check		£235.00.
Allowable expenditure		£
Member Res ID & Costc		£
Ext type/Cat 5 & subtotals added to form	n	£235·00.
Receipts/ documentation present		Comments
Processing		
'nput	1 1	



INVOICE TO
SIR PETER TAPSELL

INVOICE:

PAGE: 1 OF 1.

ACCOUNT:

DATE: 22-Jun-07

INVOICE

DELIVERED TO

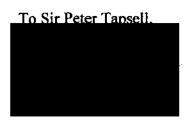
LZ	PRODUCT		DESCRI	MOIT	YOUR REFERENCE		OUR REF.	QUANTITY	PRICE	PER	VALUE
	360 <b>762</b>	Canon FC120	P/Copier					1 🕺	200. <b>00</b>	1	200.00
						, 50 6.30	`				
e de la companya de l											
								. •			
									) jo		*
									· · · · · · · · · · · · · · · · · · ·		13 3 3
		8				·			. 3	Ÿ	

	VAI A	NALYSIS	
CODE	GOODS VALUE	RATE	AMOUNT
	200.00 🛒	17.50%	35.00
		į	1004

Payment is due by 22-Jul-07

GOODS VALUE	200.00
VAT	35.00
AMOUNT PAYABLE	235.00



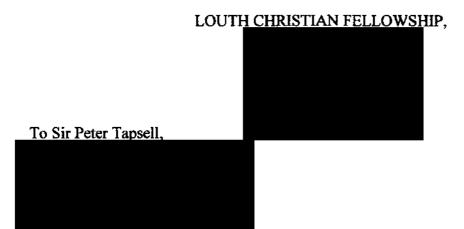


To: Hire of rooms at

£1210.50

Please make cheques payable to Louth Christian Fellowship





To:

Service charge for April, May, June 2007

 Insurance
 £25.36

 Gas
 £57.50

 Electric
 £87.75

Total £170.61

Please make cheques payable to Louth Christian Fellowship





### Incidental Expenses Provision/Staffing Allowance

# Direct payment of suppliers



O AUG ZURage 1 of 2

Wh	en	to	use
	thi	s f	orm

Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

#### About filling in this form

- For details of costs you can claim for, see Green Book section 5.13.1.
- If you have any doubt about whether you can claim for a cost,

	please call <b>020 7219 1340</b> .	
Your details		
Name in CAPITAL LETTERS	SIR PETER TAPSELL	
Constituency	LOUTH & HORN CASTLE	
	Office use only Costc/Cat 2 Supp/Res ID 7 1	
Claim details		
Please ensure	<ul> <li>your claim totals more than £100 – this will enable us to pyour claim more promptly</li> <li>any claims for petty cash do not exceed £250 per month</li> <li>you attach all supplier invoices.</li> </ul>	process
You <i>must</i> specify	<ul> <li>the Incidental Expenses Provision for costs that include of surgery accommodation, equipment and supplies,communication.</li> </ul>	
You can specify	the Incidental Expenses Provision or the Staffing Allowand include work commissioned or bought in services.	ce for costs that
Date of claim	29 18 107	
Allowance year	2007/08	
	Incidental Expenses Provision claims	Office use only Allow or Supplier Exp/
item 1	Suppliers Amount  INTERNATIONAL PRESS  CUTTING BUREAU £ 199:52 p	A/c code ID Cat 5
	•	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

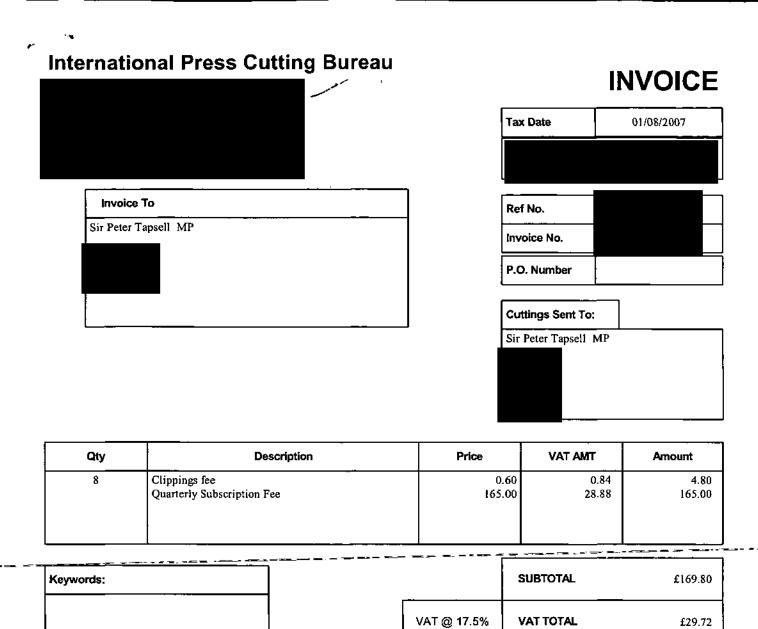
łtem 1	Suppliers INTERNATIONAL PRESS   CUTTING BUREAU	Amo	unt	
neili i	DUTTING NUMERU	-	771.3 <b>a</b> p	_
łtem 2		£	: p	<u>'</u>
Item 3		£	: р	<u>-</u>
ltem 4		£	; p	<u>-</u>
Item 5		L٤	: p	•

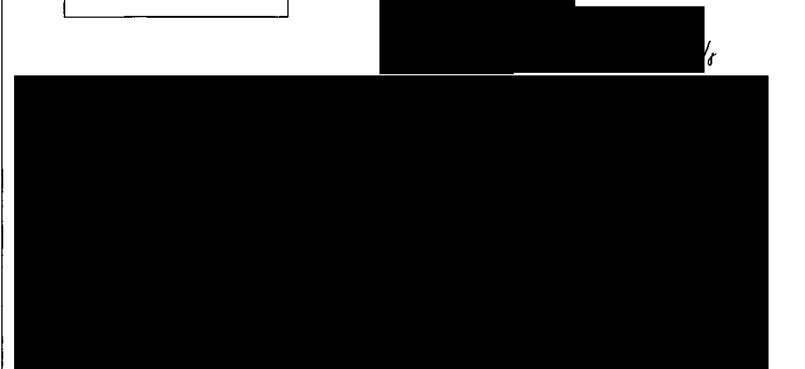
<u></u>	 
:	

Tota
------

Claim details continued	l					F	·		
	Staffing Allowance	e claim	ıs			Office us	_		
	Suppliers		Amount			Allow or A/c code	Supplier ID	Exp/ Cat 5	
Item 6	L	<del></del>	£	_ :	р				]
Item 7	L		Ę	:	<u>b</u>				]
Item 8			£	<u>:</u>	<u> </u>			T	
Item 9	L	<u>-</u> _	£		р				
		Total	£	:	р			•	
Authorisation and	declaration								
Signature	<ul> <li>I confirm that the pa exclusively and neces</li> </ul>								
Date	2810	81 6	>7	1					
Data protection	The House of Commons Ad of administering and accourance with the rules a also be disclosed to the Nathe House of Commons Ad For the purposes of the Fre	inting for the agreed by ational Aud dministration	he Members the House of dit Office for on or by its	s' Estima of Comm audit pu agents fo	ite, making poons and the rposes. The purpor the purpo	payments and e Inland Reve information se of busines	d keeping re nue. The inf may also be ss analysis o	cords in ormation v used with r research	will Nin 1.
	Authority and therefore the scope of that Act.								
	Under the Data Protection of the House of Commons Ad- notice or how your informat call our Data Protection Off the House).	lministratio tion is han	on holds abo died or abo	out you. aut your r	lf you have ights under	questions ab the Data Prot	out the conte tection Act 1	ents of this 998, pleas	s se
Send your completed form to	Validation Team, Operat Department of Finance			louse of	· Common	s, London S	W1A 0AA		
	Office use only								
		Initials D	ate	1	Validation		Initials Dat	e	
	Claims received		1 1	:	Member ID added to for	· · · · · · · · · · · · · · · · · · ·			
	Signature check	[			Payment co	des	· · · · · · · · · · · · · · · · · · ·	1 1	
	Funds check				added to for Receipts/ documentat			1 1	 ]
	Allowable expenditure	[			Processing	ı			

Please use margin for comments





**Total** 

£199.52



### **Incidental Expenses Provision**

# **C1**

# Member's reimbursement form

03 OC1 5003

Page 1 of 2

When to use this form	<ul> <li>Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.</li> </ul>							
About filling in this form	■ For details of costs you can claim for, see <i>Green Book</i> section 5 ■ If you have any doubt about whether you can claim for a cost, please call <b>020 7219 1340</b> .							
Your details								
Name in CAPITAL LETTERS	L SIR PETER TAN							
Constituency	L EAST LINDS EY							
	Office use and Costc							
Claim details								
Please ensure	your claim totals more than £100	•						
	<ul> <li>you provide journey details of all taxi</li> <li>you attach all receipts or invoices for</li> </ul>	-						
	any claims for petty cash do not exce							
You can only claim for	Costs you have actually paid							
***************************************	office and surgery accommodation, e communication and travel.	quipment and supplies, work	commissioned,					
Period of claim	from 17 / 9 /2007.	to /	<u> </u>					
Allowance year	/		Office use only					
	Description of service or goods	Amount	Allow or Exp/ A/c code Cat 5					
Item 1	PRINTING.	£ 49:35	р					
Item 2		£:	P					
Item 3		£ :	р					
Item 4		£ :	р					
Item 5	L	£ :	р					
Item 6	L	£ :	P					
ftem 7	L	£ ;	р					
Item 8	L	<u>£</u> :	р					
Item 9		£ :	p					
Item 10	<u> </u>	£:	p					
	Total	£ 49:35	p continued on page 2					



## Authorisation and declaration

in the performance of	my Parliamentary duties	P X
of administering and accordance with the rule also be disclosed to the the House of Commons. For the purposes of the Authority and therefore t scope of that Act.  Under the Data Protection the House of Commons notice or how your informal our Data Protection.	counting for the Members' Estings agreed by the House of Corn National Audit Office for audit Administration or by its agents Freedom of Information Act 20 the information it holds will fall on Act 1998, you have the right Administration holds about you mation is handled or about you Officer on	mate, making payments and keeping records in mons and the Inland Revenue. The information will purposes. The information may also be used within for the purpose of business analysis or research. On the House of Commons Administration is a Public within the to see and receive a copy of any personal data that u. If you have questions about the contents of this rights under the Data Protection Act 1998, please
Office use only Validation Claims received Signature check Funds check Allowable expenditure Member Res ID & Costc Ext type/Cat 5 & subtotals added to form	Initials Date	Input subtotals per Cat 5  £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £ £
	The House of Commons of administering and accordance with the rule also be disclosed to the the House of Commons. For the purposes of the Authority and therefore to scope of that Act. Under the Data Protection the House of Commons notice or how your information of Poper 2002, who act of the House of Commons of the Ho	Under the Data Protection Act 1998, you have the right the House of Commons Administration holds about you notice or how your information is handled or about you call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Control Validation Team, Operations Directorate, Department of Finance & Administration, House  Office use only  Validation Initials Date  Claims received / /  Signature check / /  Funds check / /  Allowable expenditure / /  Member Res ID / / & Costc //  Ext type/Cat 5 & subtotals added to form //  Receipts/ documentation present / /  Processing



# LANGFORD

Invoice

		· ·	
Sir Peter Tapsell MP	_		

Invoice Number	
Date / Tax Point	17/09/2007

**Account Number** 

Details	Net Price	VAT
1000 x A6 Green House of Commons Comp Slips	42.00	7.35

Delivery Addre	58:	 	 •	
E				
V				

Total Net	42.00
Total VAT	7.35
INVOICE TOTAL E	49.35

## SIR PETER TAPSELL M.P.

### **INVOICE**

To: Sir Peter Tapsell MP

Invoice Date: 30.9.2007	Invoice No:
Rates.	
Business Rates (July, August & September)	129.83
Surgery Adverts – (July, August & September)	306.56
Premises Hire for Surgeries	
Telephones	
(Sir Peter's Direct Line)	52.88
(Constituency Office)	86.19
(Constituency Office Fax)	57.25
Office Sundries	
Purchase of Newspapers for Parliamentary Office	(July,
August & Sept)	41.60
Copier paper & Inkjet cassette for fax machine	63.80

**Total Duc £** 738.11

Where applicable all Bills/Receipts available on request.

### LOUTH CHRISTIAN FELLOWSHIP,



To Sir Peter Tansell.

19th September 2007

To:

Quarterly rental for rooms at (October, November, December 2007)

£1210.50

Service charge for July, August, September 2007

Insurance

£25.36

Gas

£57.50

Electric

£87.75

£170.61

Total

£1381.11

	FO	RI	И	FO	2	3
--	----	----	---	----	---	---

### CORRECTION TO GENERAL LEDGER

Finance and Administration		Reason for	Amendment:	Rea	location	from IEP to	Com	ms		<del></del>		
Prepared by: (print and sign)												
Authorised by:(print and sign)												
Date:	26/10/2007									<u>-</u>	<u> </u>	
Transfer	Account			,						10.7	Debit	Credit
Description Transfer from IEP to Comms	Code	Cost Centre	Cat 2	$\vdash$	Cat 3	Cat 4		at 5	Cat 6	Cat 7	£	£ 704.54
Transfer from IEP to Comms	_		07_08 07_08								306.56	306.56
				L								
	- <del></del>									<del> </del>		
	-			├		<del></del>	<del> </del>			╀──╌┼	· · · · · · · · · · · · · · · · · · ·	
				$\Box$								
	<del>-</del>					<u></u>	ļ			<del>                                     </del>		
	<u> </u>			$\vdash$						+		
			<u> </u>									
		. <u> </u>				· -				Total	306.56	306.56
All backing documentation must be attached	to this form and	filed in the C	orrection Io	rnal	file.	ņ						
<b>C</b>			•						Transacti	on Referen	ce:	*************
Date received:		Input by: (Sign	nature)									
Date Input onto Computer:	•••••	Checked by: (	(Signature)		•••••							



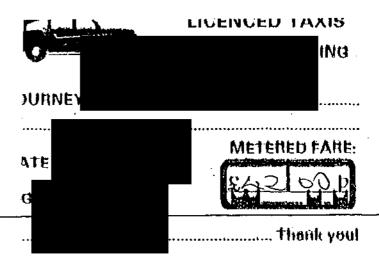
# RECEIPT FOR HIRING

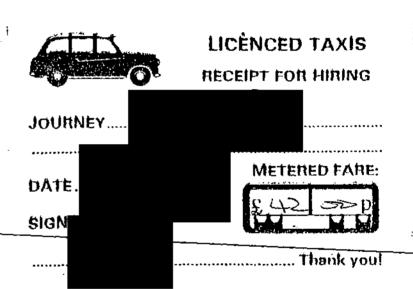
JOURNEY...

METERED FARE:

SIGNATI

Therik youl





allo,	LICENCED TAXIS  HECEIPT FOR HINING
JOURNEY	SANTHAM.
ργιέ	METERED FARE:
sigN/	67500 D
	Thank you!

.

DATE...

SIGNAT

LICENCED TAXIS'

HEREIT FOR HUMANO

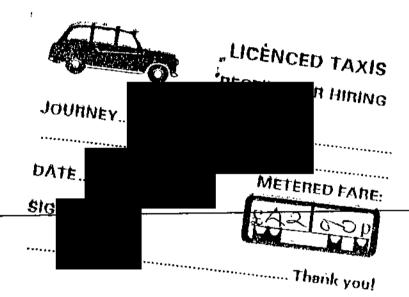
METERED TARE

THORIC YOU

	ricenced taxis.
	NG
JOURNEY	
	Meteneo (Ane.
BIGNATI	42 001
·	

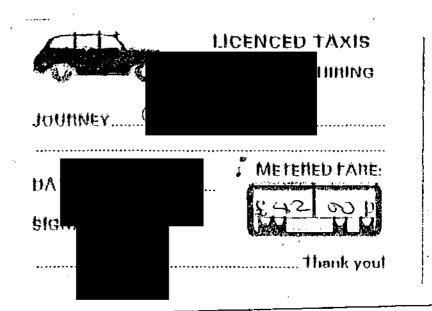
the second secon

**\** 



1		LICÈNCED TAXIS
		Ining
	JOURNEY	
	,	*
	DÄTE	METERED FARE:
	sign	EAT SOP
		Thank you!

	LICENCED TAXIS  RECEIPT FOR HIRING
JOURNEY	
bΛt	METERED FARE:
SIGNATI	





### Incidental Expenses Provision/Staffing Allowance

# Direct payment of suppliers







House of Commons			Page 1 of 2
When to use this form	■ Use this form to asl incurred on your Pa	k us to pay your suppliers for go arliamentary duties.	oods and services
About filling in this form		you can claim for, see <i>Green E</i> ubt about whether you can clain 19 1340.	
Your details			
Name in CAPITAL LETTERS	SIR PETER	TAPSELL MP	
Constituency	LOUTH + H	ORN CASTLE	A A MARINE THE STATE OF THE STA
	Office use on Costc Supp/Res ID		
Claim details			
Please ensure	your claim more pro	ore than £100 – this will enable omptly <del>-eash do not-exceed £250 per π</del>	·
	you attach all suppli		
You <b>must</b> specify	-	nses Provision for costs that inclation, equipment and supplies,o	
You <b>can</b> specify		nses Provision or the Staffing A issioned or bought in services.	llowance for costs that
Date of claim	14   11	107	
Allowance year	07 108		
	Incidental Expens	ses Provision claims	Office use only
	Suppliers	Amount	Allow or Supplier Expl

	incidental Expenses Provision Claims			Office asc offig			
Item 1	Suppliers INTERNATIONAL PRESS CUTTING BURGAL	Amount £ /48 : 82	- p	Allow or Supplier Expl			
item 2	L	£ :	<u> </u>				
Item 3	L	£ :	<u>p</u>				
Item 4	L	<u>£</u> :	р				
Item 5		£ :	р				

Total £ 198:82

Claim details continued on page 2

,	~	

Staffing Allowance claims  Suppliers  Amount  Allow or Supplier Ext/ Ac code ID  Cat 5  Item 6  Item 7  Item 8  Item 9  Item 8  Item 9  Item 8  Item 9  Item 10  Item	Claim details continue	d							
Item 6   E		Staffing Allowand	e clain	าร			Office us	se only	
Item 7  Item 8  L£ : p  Total £ : p  Total £ : p  Authorisation and declaration  L£ : p  Total £ : p  Total £ : p  Total £ : p  Total £ : p  Authorisation and declaration  LE : p  Total £ : p  Total £ : p  Total £ : p  Total £ : p  Authorisation and declaration  The House of Commons Administration will process the information you provide on this form for the purpose of administrating and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the inland Revenue. It he information will also be disclosed to the National Audit Office for audit purposes. The information will also be disclosed to the National Audit Office for audit purposes. The information will also be disclosed to the National Audit Office for audit purposes. The information will also be disclosed to the National Audit Office for audit purposes. The information will also the disclosed for the purpose of the purpose of the purpose of the Procession of Information Act 2000 the House of Commons Administration will also the freedom of Information Act 2000 the House of Commons Administration in brids will fee within the scope of that Act.  Under the Data Protection Act 1598, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of the rotee or how your information is readed or shootly our lifts under the boat Protection Act 1989, please call our Data Protection Act 1989, please call our Data Protection Officer on 020 7219 2002, who acts on behalf of the Data Controller (the Clark of life Holans).  Validation Initials Date Validation Initials Date  Claims received Member ID added to form Land Administration Holes about the Holans.  Allowable expenditure Holes In Jacobs In Jacob		Suppliers		Amount					•
Item 9  L£ : p  Total £ : p  Total £ : p  Authorisation and declaration  I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the nerformance of my Parliamentary duties.  Signature  Date  The House of Commons Administration will process the information you provide on this form for the purpose of administration and accounting for the Members Estimate, making payments and weeping records in accordance with the rules agreed by the House of Commons and the Internation may all also be disclosed to the National Audit Office for audit purposes. The information will also be disclosed to the National Audit Office for audit purposes. The information will also be disclosed to the National Audit Office for audit purposes. The information may be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purpose of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information in Indos will fall within the scape of that Act.  Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Cterk of the House).  Send your completed form to  Validation Initials Date Validation Initials Date  Claims received	Item 6			£	:	<u>p</u>	-		
Total £ : p  Total £ : p  Authorisation and declaration  I confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.  Signature	Item 7			£	:	P			
Authorisation and declaration    Loonfirm that the payments requested are in respect of costs incurred wholly, exclusively, and nacessarily in the performance of my Parliamentary duties.    Signature	Item 8		·-·	<u>£</u>	<u>:</u>	P			
Authorisation and declaration    Confirm that the payments requested are in respect of costs incurred wholly, exclusively and necessarily in the performance of my Parliamentary duties.    Signature	Item 9	Ĺ		£	:	р		<u> </u>	]
Signature  Date  The House of Corrmons Administration will process the information you provide on this form for the purpose of administration and accordance with the rules agreed by the House of Corrmons and the Inland Revenue. The Information will also be disclosed to the National Audit Ciffe for audit purposes. The information will also be disclosed to the National Audit Ciffe for audit purposes. The information will also be disclosed to the National Audit Ciffe for audit purposes. The information will also be disclosed to the National Audit Ciffe for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information the Indis will fall within the scope of that Act.  Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).  Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA  Office use only  Validation Initials Date			Total	£	:	р			
Signature  Date  The House of Corrmons Administration will process the information you provide on this form for the purpose of administration and accordance with the rules agreed by the House of Corrmons and the Inland Revenue. The Information will also be disclosed to the National Audit Ciffe for audit purposes. The information will also be disclosed to the National Audit Ciffe for audit purposes. The information will also be disclosed to the National Audit Ciffe for audit purposes. The information will also be disclosed to the National Audit Ciffe for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information the Indis will fall within the scope of that Act.  Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).  Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA  Office use only  Validation Initials Date	Authorisation and	declaration		-					
Data protection  The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purpose of the Freedom of Information At 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.  Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under Data Protection Act 1998, Jease call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).  Send your completed form to  Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA  Office use only  Validation Initials Date Validation Initials Date  Claims received I I Member ID added to form I I I Added to form I I I Added to form I I I I Added to form I I I I Added to form I I I I I I I I I I I I I I I I I I I	Citu					e of my Parl			
Data protection  The House of Commons Administration will process the Information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Infand Revenue. The information will also be disclosed to the National Audit Office for audit purposes in information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.  Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).  Send your completed form to  Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA  Office use only  Validation Initials Date Validation Initials Date  Claims received	Signature	L				IVIP			
of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research. For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.  Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).  Send your completed form to  Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA  Office use only  Validation Initials Date Validation Initials Date  Claims received	Date	14 1 11	10	7					
Office use only  Validation Initials Date Validation Initials Date  Claims received I / / added to form  Signature check I / / Payment codes added to form  Funds check I / / Receipts/ documentation present  Allowable expenditure I / / Processing Input I / / I   I   I   I   I   I   I   I   I	Data protection	of administering and acco- accordance with the rules also be disclosed to the N the House of Commons A For the purposes of the Fr Authority and therefore the scope of that Act. Under the Data Protection the House of Commons A notice or how your informa- call our Data Protection O	unting for agreed by ational Au drinistration of a information of the Act 1998, administration is ha	the Members'	Estimate Commudit page 15 ct 200 fall was right ut your	nate, making p mons and the purposes. The for the purpose of the House within the to see and rec . If you have or rights under t	eayments and Inland Reversing Inland Reversion of Commons cerive a copy questions above the Data Pro	d keeping re enue. The inf may also be as analysis of a Administration of any persi- cut the contract 1	cords in cormation will used within or research. tion is a Public conal data that ents of this 998, please
Validation     Initials Date     Validation     Initials Date       Claims received     / / added to form     / / added to form       Signature check     / / added to form     / / added to form       Funds check     / / added to form     / / added to form       Allowable expenditure     / / added to form     / / added to form       Processing     / / added to form     / / added to form       Input     / / added to form	-	•			use (	of Commons	s, London S	SW1A 0AA	
Claims received / / Member ID / / added to form  Signature check / / Payment codes added to form  Funds check / / Receipts/ documentation present  Allowable expenditure / / Processing Input / / /		Office use only							
Signature check		Validation	Initials	Date		Validation		Initials Dat	te
Funds check		Claims received		<sub>1</sub> <u></u> <u></u>			m		1 1
Allowable expenditure		Signature check				•			<i>I I</i>
Allowable expenditure / / / Processing Input / /		Funds check		<u></u>	- <u>-</u>	•	on present		<i>I</i>
		Allowable expenditure	[	= <u></u>	1	Processing	•		
					_	•	margin for	comments	1 1

# International Press Cutting Bureau Tax Date 01/11/2007 This invoice represents cuttings supplied for the previous quarter to the tax point date Invoice To Sir Peter Tapsell MP Cuttings Sent To: Sir Peter Tapsell MP

Description	Price	VAT AMT	Amount
Clippings fee Quarterly Subscription Fee	0.60 165.00	0.74 28.88	4.20 165.00
	Clippings fee	Clippings fee 0.60	Clippings fee

	SUBTOTAL	£169.20
VAT @ 17.5%	VAT TOTAL	£29.62
	Total	£198.82
	VAT @ 17.5%	VAT @ 17.5% VAT TOTAL

ZZ NOV 2007

# SIR PETER TAPSELL M.P.

## **INVOICE**

To: Sir Peter Tapsell MP

Invoice Date: 31.12.2007

Invoice No:

Rates.	
Business Rates (October, November & December)	132.00
Premises Hire for Surgeries	
Horncastle War Memorial Centre	15.00
Telephones	
(Sir Peter's Direct Line)	55.23
(Constituency Office)	101.35
(Constituency Office Fax)	61.21
Office Sundries	
Purchase of Newspapers for Parliamentary Office	<del></del>
(October, November & December)	42.25
TV License	135.50

Total Due £ 542.54

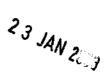


Item 4

Item 5

### Incidental Expenses Provision/Staffing Allowance

# Direct payment of suppliers





When to use this form  About filling in this form  About filling in this form  For details of costs you can claim for, see Green Book section 5.13.1.  If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.  Your details  Name in CAPITAL LETTERS  Constituency  Office use Costc Suppless ID  Claim details  Please ensure  your claim totals more than £100 – this will enable us to process your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier novices.  You must specify  You can specify  You can specify  The Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  Allowance year  Incidental Expenses Provision claims  Suppliers  Amount  LANGERS PRINTERS £ & 2 : 25 p  Allow or Supplier Exp										
Tyour details    Sir			nd services	goods ar	ers for g					
If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.   Your details	# For details of costs you can claim for, see <i>Green Book</i> section 5.13.1.						illing in	About f		
Name in CAPITAL LETTERS  Constituency  Office use Costc Supp/Res ID  Claim details  Please ensure  your claim totals more than £100 – this will enable us to process your claim more promptly any claims for petty cash do not exceed £250 per month you attach all supplier invoices.  You must specify the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 / / / 08  Allowance year  Joo? / 2008  Incidental Expenses Provision claims Suppliers  Amount  Office use only Allow or Supplier Expenses			cost,	aim for a	can clair	ether you			is form	th
Constituency  Constituency  Costc Supp/Res ID  Claim details  Please ensure  your claim totals more than £100 – this will enable us to process your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier invoices.  You must specify  the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify  the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 1 1 08  Allowance year  Costc Supp/Res ID  The Incidental Expenses Provision claims  Office use only Allow or Supplier Expenses Suppliers  Amount									s	Your detail
Office use Costc Supp/Res ID  Claim details  Please ensure  your claim totals more than £100 – this will enable us to process your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier invoices.  You must specify  the incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify  the incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 / / 08  Allowance year  Incidental Expenses Provision claims Office use only Allow or Supplier Expenses Suppliers  Amount						PSOUL	TER T	SIR F		in CAPITAL L
Claim details  Please ensure  your claim totals more than £100 – this will enable us to process your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier invoices.  You must specify  the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify  the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 / / 08  Allowance year  Joer / 2008  Incidental Expenses Provision claims Office use only Allow or Supplier Expenses Provision claims Office use only Allow or Supplier Expenses Provision Claims	<u> </u>			····		57 LE	HORNE	LOUTH	ituency	Const
Please ensure  ■ your claim totals more than £100 this will enable us to process your claim more promptly  ■ any claims for petty cash do not exceed £250 per month  ■ you attach all supplier invoices.  You must specify  ■ the incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify  ■ the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  ■ 22										
Please ensure  your claim totals more than £100 – this will enable us to process your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier invoices.  You must specify  the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify  the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 / / / 08  Allowance year  Incidental Expenses Provision claims  Office use only  Allow or Supplier Exp.								Supp/Res ID		
your claim more promptly  any claims for petty cash do not exceed £250 per month  you attach all supplier invoices.  You must specify  the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify  the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 / / / 08  Allowance year  Incidental Expenses Provision claims  Office use only  Allow or Supplier Exp.		,							ils	Claim deta
you attach all supplier invoices.  You must specify the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim  22 / / 08  Allowance year  Incidental Expenses Provision claims Office use only Suppliers Amount		·	process	·			e promptly	your claim mo	ensure	Please
You must specify the Incidental Expenses Provision for costs that include office and surgery accommodation, equipment and supplies, communication and travel.  You can specify the Incidental Expenses Provision or the Staffing Allowance for costs that include work commissioned or bought in services.  Date of claim				morn	<del>∠əu-per r</del>	- exceed 2.v	-	•		
Incidental Expenses Provision claims  Office use only Suppliers  Amount		ravel.					xpenses Provis	the Incidental	specify	You <b>mus</b> t
Allowance year    2007   2008		nat	ce for costs th						specify	You <b>can</b>
Incidental Expenses Provision claims Office use only Suppliers Amount	•••••			•		•	1 108	22 /	of claim	Date o
Suppliers Amount Allow or Supplier Exp.								2007 / 200	ice year	Allowan
Suppliers Amount Control of the Cont	**********	e only	Office use		ms	sion clai	enses Prov	Incidental Ex		
	o/	Supplier E	Allow or			Amount		Suppliers		
· •				5 p	: 25		PRINTERS		item 1	٨
Item 2 £ : p	THE STATE OF THE S			Þ	•	£			Item 2	
ltem 3 £ : p				<u>p</u>	:	£		L	item 3	Ĺ

Total £ 82:25 p



Claim details continued									
Staffing Allowance claims						Office us	se only		
	Suppliers		Amount			Allow or A/c code	Supplie ID		xp/ at 5
ltem 6			£	;	<u>p</u>				
			c. C	_			1		1
Item 7			Ľ£	•	<u>p</u>		<u>:</u> .		
ltem 8	L		£	:	<u>q</u>		ļ .		
ltem 9			l £			<del></del>	<del></del>	·	
item 9					<u> </u>	<u> </u>	_1		1
		Total	£	:	р				
Authorization and d									
Authorisation and d	eclaration	·							
	I confirm that the p exclusively and ned	•	•		•		_		
		•			ŕ	•			
Signature					МР				
	_		,						
Date	22 1 1	108	<u> </u>						
Data protection	The House of Commons of administering and accordance with the rules also be disclosed to the N the House of Commons A For the purposes of the Fi Authority and therefore the scope of that Act.  Under the Data Protection the House of Commons A notice or how your informaciall our Data Protection O the House).	eunting for to agreed by lational Aud administration reedom of e information a Act 1998, administration is har	he Members' the House of dit Office for an on or by its ag Information Ac on it holds will you have the on holds aboundled or about	Estima Comrudit pugents for 200 fall winght to the total control of the total right total control of the total con	ate, making promons and the urposes. The iteration of the purpose of the House of the	ayments an Inland Reversinformation e of busines of Common elive a copy tuestions about 1974 and 1974 are part on the Data Pro	d keeping anue. The may also as analysis Adminis of any percent the content of th	record inform be use s or res tration ersonal entents tt 1998	ds in lation will led within search. lis a Public lidata that of this please
	· · · · · · · · · · · · · · · · · · ·								
Send your completed form to	Validation Team, Opera Department of Finance			use c	of Commons	, London S	SW1A 0A	Α	
	Office use only								
	Validation	Initials I	Date —		Validation		Initials I	Date	
	Claims received		1 1		Member ID added to form			1	1
	Signature check		1 1		Payment coo added to form			/	1
	Funds check		<u> </u>	_;	Receipts/ documentation	on present			1
	Allowable expenditure		<u> </u>		Processing Input		<u> </u>	1	1
					Par		1 :	- 1	•

Please use margin for comments



# LANGFORD PRINTERS

Invoice		

31101108

Sir Peter Tapsell MP

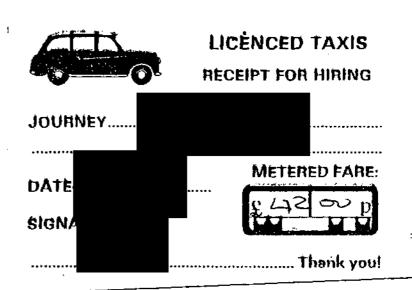
Invoice Number	
Date / Tax Point	15/01/2008

**Account Number** 

Details **Net Price** VAT 70.00 2500 x A4 Green House of Commons Letterheads 12.25

Delivery Address:

Total Net	70.00
Total VAT	12.25
INVOICE TOTAL £	82,25

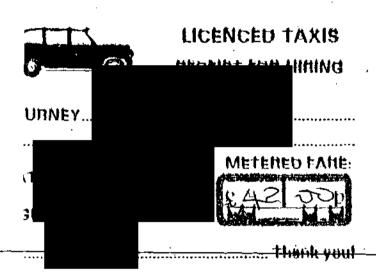


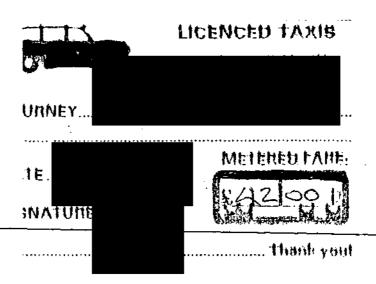
	LICÈNCED TAXIS HIRING
JOURNEY	
bAtes SIGNATO	METERED FARE:
	Thank you!

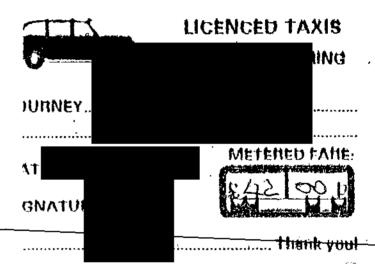
	LICENCED TAXIS
JOURNEY	······
DATE.	METERED FARE:
sian	1435 20h
	thank you

`

.







### LOUTH CHRISTIAN FELLOWSHIP,



To Sir Peter Tapsell,

5th January 2008

To:

Quarterly rental for rooms at (January, February, March 2008)

£1210.50

Service charge for October, November, December 2007

Insurance

£25.36

Gas

£57.50

Electric

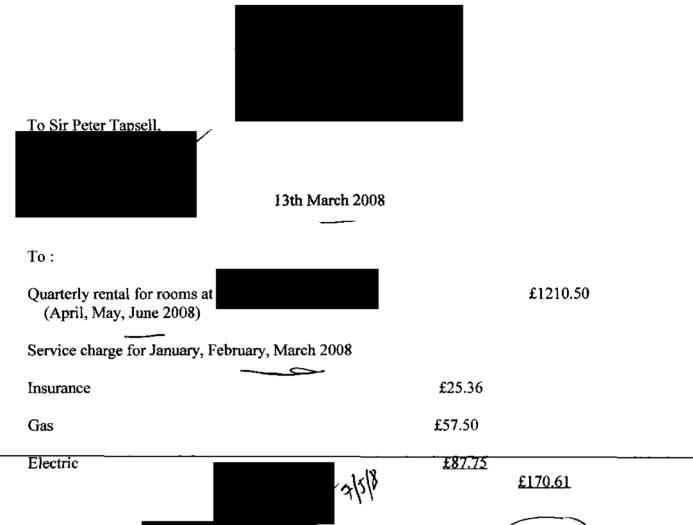
£87.75

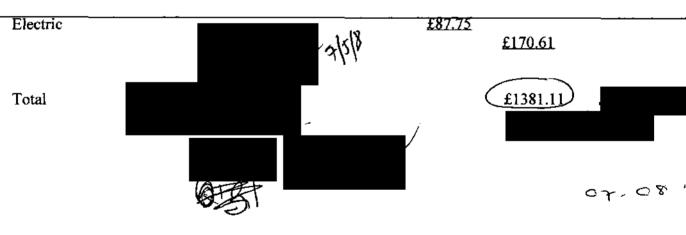
£170.61

Total

£1381.11









### **Incidental Expenses Provision**

## Member's reimbursement form





Page 1 of 2

continued on page 2

When	to	use
4hi		~rm

■ Use this form to ask us to reimburse you for costs you have incurred on your Parliamentary duties.

TAPSELL

About filling in this form

in CAPITAL LETTERS

Constituency

LOUTH

Your details

- For details of costs you can claim for, see Green Book section 5.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

+ HORNCASTLE

	<del></del>		
Claim details	•		
Please ensure	<ul> <li>your claim totals more than £100</li> <li>you provide journey details of all tagent</li> <li>you attach all receipts or invoices for any claims for petty cash do not extend to the provided to the provi</li></ul>	or items of £250 and	<i>A</i> <sub>2</sub>
You can only claim for -	<ul> <li>costs you have actually paid</li> <li>office and surgery accommodation, communication and travel.</li> </ul>	, equipment and supp	
Period of claim	from / /	to /	
Allowance year	2007 108		
	Description of service or goods	Amount	
Item 1	INTERNATIONAL PRESS CUTTING BUREAU	£ 194:59 p	
Item 2		£ : p	
Item 3	L	£ : p	
Item 4		£ : p	
Item 5		£ : p	
ltem 6	<u> </u>	£ : p	
ltem 7		<u>f</u> : p	
Item 8		£ : p	
item 9		£ : p	
ltern 10	1	£ : p	

Total

£ 194



### Authorisation and declaration

Signature	I claim reimbursement of these costs which I incurred wholly, exclusively and necessarily in the MP				
Date	18/2/08				
Data protection	The House of Commons Administration will process the information you provide on this form for the purpose of administering and accounting for the Members' Estimate, making payments and keeping records in accordance with the rules agreed by the House of Commons and the Inland Revenue. The information will also be disclosed to the National Audit Office for audit purposes. The information may also be used within the House of Commons Administration or by its agents for the purpose of business analysis or research.				
	For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.				
	Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).				

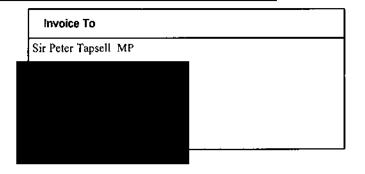
Send your completed form to

Validation Team, Operations Directorate, Department of Finance & Administration, House of Commons, London SW1A 0AA

Signature check  funds check  f	/alidation	Initials Date	Input s	ubtotals per Cat 5	
Funds check  / /  Funds check  / /  Allowable expenditure  / /  Member Res ID  A Costc  F	Claims received			6. 7. E	
Funds check  //  Allowable expenditure  //  Member Res ID  Costc  Ext type/Cat 5 &	Signature check	1	f	-	
Allowable expenditure  / /  ### Member Res ID  ### Costc  Ext type/Cat 5 &    C \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	Funds check		1	<u></u>	
Member Res ID & Costc  £  Ext type/Cat 5 &	Allowable expenditure		1	; <u></u> -	
Ext type/Cat 5 &		1		£	
i	Ext type/Cat 5 &	ī	<u>,                                     </u>		
Receipts/ documentation present Comments			Comme	ents	
Processing	Processing				
Input / /	Input		<u>,                                     </u>		

# International Press Cutting Bureau





# **INVOICE**

Tax Date	01/02/2008

Ref No.	
Invoice No.	
P.O. Number	

### Cuttings Sent To:

Sir Peter Tapsell MP



Qty	Description	Price	VAT AMT	Amount
1	Clippings fee Quarterly Subscription Fee	0.60 165.00		0.60 165.00

Keywords:	· -	

	SUBTOTAL	£165.60
VAT @ 17.5%	VAT TOTAL	£28.99
	Total	£194.59